



HEAD START OF YAMHILL COUNTY
1006 NE 3RD ST. SUITE A MCMINNVILLE, OR 97128
EDUCATION SUPERVISOR

Revision Date: Dec 2023	Position Number: HSYC-05-02-ES DRAFT
Position Title: Education Supervisor	Pay: \$29.26
Reports to [Job Title & Division/Department]: Education Coordinator	
FLSA Status: Exempt	Full Time with benefits, 9 – 12 months
Positions Supervised: Lead Teachers & Toddler Teachers	

GENERAL DESCRIPTION:

Supervise, coach and mentor Lead Teachers at specified center. Oversee center’s daily classroom operations in all capacities, ensuring classrooms meet requirements of Head Start Performance Standards and Oregon Child Care Licensing. This includes, but is not limited to, curriculum and assessment implementation and oversight, classroom observation, classroom substitute oversight, problem-solving and new hire training/orientation. Function as liaison and information conduit between the site staff and HSYC’s Leadership Team.

MINIMUM QUALIFICATIONS:

1. Knowledge of:
 - Creative Curriculum
 - Theories and practices of Early Childhood Education and Developmentally Appropriate Practices
 - Classroom Management Strategies
 - DRDP
 - Oregon’s Childcare Divisions Licensing Rules and Regulations
2. Willingness and ability to work with children with challenging behaviors and children and parents with special needs.
3. Experience mentoring staff in a classroom setting.
4. Experience in Reflective Supervision.
5. Willingness and ability to work with at-risk children and families.
6. Willingness and ability to work with low-income families.
7. Demonstrate ability to use positive guidance techniques (PBIS) with children, families, and co-workers.
8. Knowledge of, and demonstrate ability to use, Conscious Discipline.
9. Strong time management skills with the ability to prioritize and be flexible to meet

deadlines.

10. Significant decision making and problem-solving skills in all areas of job responsibility.
11. Warm tone of voice.
12. Enthusiastic, energetic, compassionate, sensitive, and respectful personality
13. Understands and demonstrates ethical practices as listed in the NAEYC Code of Ethics
14. Demonstrate the ability to maintain confidentiality and exercise sound judgment concerning privileged information.
15. Computer literacy
16. Demonstrate the ability to be a team player, work well with others.
17. Must be free of childcare-restrictable disease, as defined in OAR 333-019-0010, symptoms of physical illness, as defined in OAR 414-300-0220(1), or mental incapacity that poses a threat to the health or safety of children.
18. Reliable transportation

EDUCATION AND/OR EXPERIENCE:

1. AA or BA degree in Early Childhood Education, or equivalent preferred.
2. Minimum of 5 years teaching experience with primary responsibility for children ages 2.5-6 in a center-based setting.
3. Head Start experience preferred.

COMMUNICATION SKILLS:

1. Able to effectively communicate positively, respectfully, sensitively, and confidentially with children, families, and co-workers.
2. Represent the organization to the public in a professional manner.
3. Ability to read, speak, and write with proficiency in English language.
4. Bilingual/ Bi-literate English/Spanish preferred.
5. Ability to use various types of equipment to communicate: email, fax, telephone conversations and face-to-face meetings.
6. Must be able to communicate with peers, Coordinators and Leadership to relay important information quickly and effectively regarding children and families.
7. Ability to participate in effective conflict resolution practices.
8. Good written and oral communication skills necessary.

CERTIFICATE, LICENSES, REGISTRATIONS:

1. Registration and approval to work in a childcare facility and continued enrollment with the Criminal Background Registry of the Oregon Child Care Division, which includes a Federal fingerprint background check, state background check, child abuse/neglect check and sex offender check.
2. Obtain pre-employment physical and throughout employment.
3. Self-Health Appraisals throughout employment.

4. Complete the Head Start 101 and Human Resources training.
5. Obtain the Food Handler's certification (remain certified, throughout employment) and the Introduction to Child Care Health and Safety Certificate – within 30 days of hire.
6. Obtain the CPR/1st Aid Certification (remain certified throughout employment), Foundations for Learning Certification and the Recognizing and Reporting Child Abuse and Neglect Certification – within 90 days of hire.
7. Current registration in the Oregon Registry Online (O.R.O.).

Note: Applicant must be enrolled in the Criminal Background Registry and is subject to fingerprinting and criminal records checks as required by ORS 181.537, and child protective services records checks.

ESSENTIAL JOB DUTIES:

1. Collaborate with Education Coordinating Team (Education Coordinator, Specialized Services Coordinator, Mental Health Specialist, and Instructional Coach) in development and implementation of professional development plans and opportunities for classroom staff.
 - a. Work in collaboration with coaching team to ensure consistency among coaching supports.
 - b. Ensure training and professional development are inclusive of Head Start of Yamhill County's School Readiness Goals and Early Learning Outcomes Framework.
2. Mentor classroom staff in the areas of HSYC expectations and philosophies, classroom environments, challenging behaviors, and all domains of child development and early childhood education. Mentoring strategies include: observation, modeling, side by side support, environmental arrangements, reflective conversation, and problem-solving discussions.
3. Oversee substitute process and ensure appropriate staff to child ratio by coordinating classroom staffing needs.
4. Observe Education staff in the classrooms using various observations and assessment screening tools.
5. Use reflection strategies when communicating and providing feedback with staff.
6. Participate in scheduled Reflective Supervision with staff and supervisor.
7. Provide supportive annual staff performance appraisals.
 - a. Ensuring program effectiveness through employee performance and working with staff on professional development plans.
8. Implement staff disciplinary action in accordance with Agency policy and procedures.
9. Review and authorize staff time and mileage records to ensure compliance with Agency policies and procedures, and in regards to wage and hour laws and regulations.
10. Support Education Coordinator in monitoring, analyzing, and reporting on classroom and education component activities, data and statistics, and program information (assessments, staff and parent concerns, classrooms and socializations, child outcomes, community partnerships, and staff growth and development).
11. Assist Education Coordinating Team with the training and implementation of HSYC's

- adopted curriculum (Creative Curriculum).
12. Oversight of staff's weekly lesson plan, providing feedback as needed.
 13. Knowledge of, and support with, the implementation of Conscious Discipline at HSYC.
 14. Participate in bi-weekly Case Management Meetings with Coordinator Group.
 15. Oversee and support Education Staff with Classroom Team Meetings.
 16. Knowledge of, and ability to train, support and monitor child assessments using Desired Results Developmental Profile (DRDP).
 17. Oversee compliance with Oregon Child Care Division Regulations.
 18. Ensure staff are enrolled in Oregon Registry Online.
 - a. Ensure timely uploads of staff training documents to Oregon Registry Online.
 - b. Ensure staff's Oregon Registry Step is up to date and accurate.
 19. Assist Education & Specialized Services Coordinators with Spring transition processes as needed.
 20. Model direct, positive, honest, and respectful behavior in every aspect of work with children, families, staff and community members.
 21. Coordinate development and maintenance of records for center meetings.
 22. Maintain the classroom's supply inventory and arrange the ordering of supplies as needed.
 23. Ensure the center is in good working condition at all times and meets all sanitation and fire inspection guidelines.
 24. Participate in and attend all Education Coordinating Team (ECT) meetings as scheduled.
 25. Support and participate in the hiring of qualified staff in accordance with Agency's hiring process and procedures.
 26. Work with new staff on training and orientation to the center, including training in curriculums, assessments, outcomes, and screening tools.
 27. Attend all Education component trainings and meetings.
 28. In rare instances, be available to substitute in a classroom when no sub is available.
 29. Answer center doors and phones as needed.
 30. Attend off-site training events as required/directed by supervisor.

ADDITIONAL JOB DUTIES:

1. Participate in a minimum of 15 clock hours of professional development annually.
2. Assist in the development of an age-appropriate schedule, daily program, and curriculum.
3. Assist in assuring that resources are used effectively.
4. Maintain confidentiality in all areas of the program including staff, program, child and family information.
5. Ability to travel to out-of-town training sessions and overnight meetings as required.
6. Ability to work under stress and be flexible.

OTHER RESPONSIBILITIES:

1. Participate in evaluating Site Staff, Volunteers, and Substitutes.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of the job, the employee is frequently required to sit on the floor for long periods of time; bend; stoop; crawl; play; run after and with children on a regular basis.

1. Ability to: lift up to 80 pounds with assistance.

MENTAL DEMANDS:

1. Job requires mental alertness.
2. Ability to anticipate possible crisis situations and deal with them effectively.
3. Ability to use good judgment with at-risk client populations.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

1. Exposure to outside weather conditions.
2. Driving in all conditions.
3. Indoor environment.
4. Exposed to wet and/or humid conditions due to outside weather conditions.
5. Work within a team environment.

CONFIDENTIALITY:

Respects the confidentiality of information about Head Start enrolled children and families, agency staff, personnel issues, and other program operations.

I have read this job description. I understand my responsibilities and will fulfill them to the best of my ability.

Signature

Date

The organization reserves the right to revise or change job duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.